

THE FOUR MONTH FORWARD PLAN

1 August 2012 to 31 October 2012



PLYMOUTH
CITY COUNCIL

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The Forward Plan is published monthly

PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

Councillor Tudor Evans, Council Leader



This is a very important document as it sets out the key decisions that the Council will make over the next four months.

It describes the key decisions that we aim to make, which Cabinet member will make them, when we will make them and who we are going to consult with before making them.

Every decision impacts in some way on part of our community so who is consulted is especially important. The new Cabinet is firmly committed to opening up the work of the Council and ensuring the local community is able to get more involved in what we do.

The plan includes details of the background documents that relate to each decision. In future we will be expanding this information so it is easier for people to see how and why these decisions are being made. We will also be expanding the decisions listed in this document so people can see more than just the key decisions that we are required to publish.

Decisions to be made in the next few months include a three year review of the Statement of Principles for the Gambling Act 2005, a review of our library services, a new Older Persons Charter for the citizens of Plymouth, an investigation into cooperative models for energy solutions, new models for green space management and the arrangements for the transfer of responsibility for public health to the Council. We will also be deciding later in the year, on a new community economic development trust for the north of the city.

We will be communicating more details about all the decisions in this plan as they are made through the local media and the Council's website, as well as through other channels.

We have an exciting agenda for developing the services the Council provides to the community and I hope many people will want to get involved and give their views as we do this.

What is a Key Decision?

A **key decision** is –

- (a) Any decision in relation to an Executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

- (b) any decision that is likely to have a significant impact on two or more wards within the Council.

The threshold for significant expenditure / savings is £2 million for the award of contracts and £500,000 for all other matters.

Exempt information need not be included in a forward plan and confidential information cannot be included.

Urgent Key Decisions

If a key decision has not been included in the Forward Plan, it can still be taken if it is not practicable to put it in the next plan and wait until the start of the first month in that plan.

Before taking a key decision that has not been included in the Forward Plan, the Monitoring Officer must inform give written notice to the Chair of the Overview and Scrutiny Management Board or, in his/her absence every member of the Board. A copy of the notice must be made available to the public at the Council's offices,

The decision cannot normally be taken until five clear working days after the notice is given.

But the decision can be taken earlier if the Chair of the Overview and Scrutiny Management Board (or in his /her absence the Lord Mayor or in the absence of both the Deputy Lord Mayor) agrees that the decision is urgent and it is not reasonable to defer it.

What is the Budget and Policy Framework?

This is a reference to the Council's policy framework and is made up of a series of Statutory Plans and Strategies listed as below:

Statutory Plans	Local Choice Plans and Strategies
Corporate Plan	All Our Futures (Plymouth's Strategy for the over 50's
Children and Young People's Plan	Capital Strategy and Asset Management Plan
Licensing Authority Policy Statement – Gambling Act 2005	Housing Strategy
Local Development Framework (Documents)	Investment in Children (comprising Strategy for Change and Building Schools for the Future)
Local Transport Plan	Licensing Policy and Taxi Licensing Policy
Sustainable Community Strategy	Plymouth Economic Strategy
Youth Justice Plan	Waste Management Strategy

What does the Forward Plan tell me?

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents can you ask for, and when
- who you can contact for further information

Who takes Key Decisions?

Under the Council's Constitution most key decisions are taken at public meetings of either the City Council or the Cabinet and these bodies are presently scheduled to meet on the following dates:

	August 2012	September 2012	October 2012	November 2012
City Council Council House (2 pm)	-	24 September	-	-
Cabinet Council House (2pm)	14 August	11 September	16 October	13 November

Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Members of the City Council, the Leader/Cabinet Members and the Chief Executive/ Directors.

How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring the City Council and staff will be able to assist you: Telephone 01752 668000.

How do I get copies of agenda papers?

The agenda papers for City Council and Cabinet meetings are usually available five working days before the meeting and can be accessed on the Council's website: www.plymouth.gov.uk/modgov.

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

How can I get copies of the Plan?

Copies of the Plan are available for inspection at reasonable hours, free of charge, at the Plymouth City Council offices. The Plan is updated monthly on:

2012
16 August
13 September
11 October
15 November
6 December
2013
17 January
14 February
14 March
11 April

Copies are also available on the City Council's website: www.plymouth.gov.uk/modgov.

General

If you have any questions or comments about the Plan, we would positively welcome them and would ask that you send them direct to the contact officer named at the start of the Plan. Please also let us know if you have any difficulty in accessing a copy of the Plan or any of the documents referred to therein.

THE FOUR MONTH FORWARD PLAN

I August 2012 to 30 November 2012

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* These items appear in the Forward Plan for the first time.

PLYMOUTH PLAN

First included in plan: June 2012

Nature of the decision:

To establish the parameters for the preparation of the Plymouth Plan as the new Local Plan for Plymouth, pursuant to the Localism Act.

Who will make the decision? Cabinet (on the recommendation of Councillor Evans)

Timing of the decision? 11 September 2012

Who will be consulted and how?

Persons to be consulted with:

A full programme of stakeholder and community engagement will be developed as part of the plan-preparation process

Information to be considered by the decision makers:

National guidance on local plans

Localism Act

Documents to be considered when the decision is taken

Plymouth Corporate Plan

Local Development Scheme / Framework

National Planning Policy Framework and associated publications

Representations: In writing by 27 August 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Evans (Council Leader)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Planning

Email: paul.barnard@plymouth.gov.uk Tel: 01752 304077

NEW COMMUNITY ECONOMIC DEVELOPMENT TRUST FOR NORTH OF CITY

First included in plan: July 2012

Nature of the decision:

Approval to proceed with the proposed establishment of a new Community Economic Development Trust for the north of the city. Potential funding required from capital programme or other means to be confirmed.

Who will make the decision? Cabinet (on the recommendation of Councillor Evans)

Timing of the decision? Between 1 December 2012 and 31 January 2013

Who will be consulted and how?

Persons to be consulted with:

Council officers including planning, economic development and homes and communities. External partners including other public bodies and agencies, community representatives and partners, voluntary organisations and Plymouth Community Homes.

Process to be used:

Meetings and written reports

Information to be considered by the decision makers:

Written report including cost benefit analysis and business case supporting proposal

Documents to be considered when the decision is taken

Written report and associated documents appended to the report.

Representations: In writing by 26 November 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Evans (Council Leader)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: James Watt, Head of Commercial Estates

Email: james.watt@plymouth.gov.uk Tel: 01752 304195

MOUNT EDGCUMBE COUNTRY PARK - SALE OF PICKLECOMBE COTTAGE

First included in plan: November 2011

Nature of the decision:

To consider the sale of Picklecombe Cottage at Mount Edgumbe Country Park, subject to the receipt of an offer

Who will make the decision? Cabinet (on the recommendation of Councillor Peter Smith)

Timing of the decision? Before 30 November 2012

Who will be consulted and how?

Persons to be consulted with:

Council officers

Process to be used:

With the draft Cabinet report

Information to be considered by the decision makers:

Report to Cabinet on the sale of Picklecombe Cottage, further to Cabinet minute 44 of 23 August 2011

Documents to be considered when the decision is taken

Report to Cabinet

Representations: In writing by 30 July 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Peter Smith (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: David Draffan, Assistant Director for Economic Development

Email: david.draffan@plymouth.gov.uk Tel: 01752 304250

LIBRARY SERVICE REVIEW

First included in plan: February 2012

Nature of the decision:

To review the Library Service following consultation

Who will make the decision? Cabinet (on the recommendation of Councillor Peter Smith)

Timing of the decision? 13 November 2012

Who will be consulted and how?

Persons to be consulted with:

Officers / external partners and organisations (including Sentinel, JobCentrePlus, Europe Direct, University, Marjon, NHS and Old Plymouth Society) / Customer and Communities Overview and Scrutiny Panel / library users and non-users

Process to be used:

Consultation documents, focus groups, workshops, correspondence

Information to be considered by the decision makers:

Draft Cabinet Report, Scrutiny recommendations, feedback from consultation

Documents to be considered when the decision is taken

as above for decision maker

Representations: In writing by 29 October 2012 to -

1. Adam Broome, Director for Corporate Services
2. Councillor Peter Smith (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: John-Paul Sanders, Assistant Director for Customer Services

Email: johnpaul.sanders@plymouth.gov.uk Tel: 01752 304890

STREET LIGHTING MAINTENANCE AND INSTALLATION SERVICES CONTRACT

First included in plan: July 2012

Nature of the decision:

To authorise the competitive tender of street lighting maintenance and installation services

Who will make the decision? Cabinet (on the recommendation of Councillor Coker)

Timing of the decision? 14 August 2012

Who will be consulted and how?

Persons to be consulted with:

City Council officers from strategic procurement, legal services and finance.

Process to be used:

Tender authorisation report.

Information to be considered by the decision makers:

Tendering this service competitively will provide the most economically advantageous method for the authority

Documents to be considered when the decision is taken

Street Lighting

Representations: In writing by 30 July 2012 -

1. Assistant Director for Transport and Infrastructure
2. Councillor Coker (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Ian Ellis, Assistant Network Manager

Email: ian.ellis@plymouth.gov.uk Tel: 01752 307801

THEATRE ROYAL REGENERATION PROJECT

First included in plan: August 2012

Nature of the decision:

To restructure the current leasing arrangements and re-profile revenue support grant monies to Theatre Royal Plymouth Ltd (TRP Ltd) in order to enable TRP Ltd to be eligible to apply for grant funding of up to £5 million from Arts Council England to facilitate the proposed capital regeneration project to the Theatre on a cost neutral basis to the Council.

Who will make the decision? Cabinet (on the recommendation of Councillor Lowry)

Timing of the decision? 11 September 2012

Who will be consulted and how?

Persons to be consulted with:

Council officers including Democracy and Governance, Strategic Procurement and Finance, Portfolio Holder for Arts and Leisure, Theatre Royal Plymouth Ltd and Arts Council England

Process to be used:

Meetings and written reports

Information to be considered by the decision makers:

Written report including business case supporting proposal

Documents to be considered when the decision is taken

Written report including business case supporting proposal

Representations: In writing by 27 August 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Lowry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: James Watt, Head of Commercial Estates

Email: james.watt@plymouth.gov.uk Tel: 01752 304195

RESIDENTIAL / NURSING CARE RATES FOR 2012/2013

First included in plan: August 2012

Nature of the decision:

Approval of proposed residential / nursing care rates for older people for the year 2012/2013

Who will make the decision? Cabinet (on the recommendation of Councillor McDonald)

Timing of the decision? 14 August 2012

Who will be consulted and how?

Persons to be consulted with:

Officers of the City Council including strategic procurement, legal services and finance.

Process to be used:

Recommendations / report

Information to be considered by the decision makers:

The recommendation to implement a new schedule of rates for residential / nursing care (for the year 2012/13)

Documents to be considered when the decision is taken

Care Home Fee Review 2012/13

Representations: In writing by 30 July 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Debbie Butcher, Head of Strategic Commissioning
Email: debbie.butcher@plymouth.gov.uk Tel: 01752 307452

ADULT SOCIAL CARE FRAMEWORK AGREEMENT - DAY OPPORTUNITIES FOR VULNERABLE ADULTS - CONTRACT AWARD

First included in plan: July 2012

Nature of the decision:

The contract award for a Framework for 'Day Opportunities for Vulnerable Adults'

Who will make the decision? Cabinet (on the recommendation of Councillor McDonald)

Timing of the decision? 14 August 2012

Who will be consulted and how?

Persons to be consulted with:

Council officers in strategic procurement, legal services and finance

Process to be used:

Contract award report

Information to be considered by the decision makers:

The recommendation to award a framework contract 'Day Opportunities for Vulnerable Adults' to the most economically advantageous tender

Documents to be considered when the decision is taken

Contract Award Report (confidential)

Representations: In writing by 30 July 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Sophie Slater, Commissioning Officer

Email: sophie.slater@plymouth.gov.uk Tel: 01752 307437

OLDER PERSON'S CHARTER

First included in plan: June 2012

Nature of the decision:

To consider and approve an Older Person's Charter for the citizens of Plymouth

Who will make the decision? Cabinet (on the recommendation of Councillor McDonald)

Timing of the decision? 11 September 2012

Who will be consulted and how?

Persons to be consulted with:

Statutory and non statutory partners
Service users

Process to be used:

Through a range of activities and events including involvement with Plymouth Links and voluntary sectors partners

Information to be considered by the decision makers:

Older Person's Charter will be developed in an accessible format

Documents to be considered when the decision is taken

Written report detailing the process and prioritisation behind the Older Person's Charter

Representations: In writing by 24 August 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Pam Marsden, Assistant Director for Joint Commissioning and Adult Social Care

Email: pamela.marsden@plymouth.gov.uk Tel: 01752 307344

PUBLIC HEALTH TRANSITION ARRANGEMENTS

First included in plan: June 2012

Nature of the decision:

To confirm the transfer arrangements of public health responsibilities to the Local Authority

Who will make the decision? Cabinet (on the recommendation of Councillor McDonald)

Timing of the decision? 11 December 2012

Who will be consulted and how?

Persons to be consulted with:

Officers / Affected Staff / NHS Plymouth / Health and Wellbeing Board / Public Health Development Unit / Health and Adult Social Care Overview and Scrutiny Panel.

Process to be used:

Consultation documents, workshops with affected staff, briefing and awareness sessions

Information to be considered by the decision makers:

Cabinet report

Documents to be considered when the decision is taken

Cabinet report

Representations: In writing by 26 November 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Candice Sainsbury, Senior Policy, Performance and Partnerships Advisor

Email: candice.sainsbury@plymouth.gov.uk Tel: 01752 307387

MENTAL HEALTH SUPPORTED ACCOMMODATION SERVICE

First included in plan: August 2012

Nature of the decision:

The contract award for 'Mental Health Supported Accommodation Service'

Who will make the decision? Cabinet (on the recommendation of Councillor McDonald)

Timing of the decision? 11 September 2012

Who will be consulted and how?

Persons to be consulted with:

Officers of the City Council including strategic procurement, legal services and finance.

Process to be used:

Contract award report

Information to be considered by the decision makers:

The recommendation to award a contract for Mental Health Supported Accommodation to the most economically advantageous tender

Documents to be considered when the decision is taken

Contract Award Report (Part 2 - private and confidential)

Representations: In writing by 24 August 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Katy Shorten, Commissioning Officer

Email: katy.shorten@plymouth.gov.uk Tel: 01752 307078

NEW COOPERATIVE MODELS FOR ENERGY SOLUTIONS

First included in plan: June 2012

Nature of the decision:

To establish the parameters for a detailed investigation into new co-operative models for energy solutions, including provision of infrastructure and energy management providing new levels of carbon savings and benefits for local communities.

Who will make the decision? Cabinet (on the recommendation of Councillor Penberthy)

Timing of the decision? Between 11 September 2012 and 11 December 2012

Who will be consulted and how?

Persons to be consulted with:

Consultation on this work will include engagement with internal Plymouth City Council services, external partners and organisations already involved in this field.

Process to be used:

The process to engage relevant stakeholders will be developed as part of the investigations into new co-operative energy solutions and will be outlined within the Cabinet report.

Information to be considered by the decision makers:

Localism Act

Government's Heat Strategy

Documents to be considered when the decision is taken

Feasibility Study for an Energy Services Company (ESCo) in Plymouth

Representations: In writing by 24 August 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Penberthy (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Selman, Urban Planning Co-ordinator

Email: jonathan.selman@plymouth.gov.uk Tel: 01752 307814

NEW MODELS FOR GREEN SPACE MANAGEMENT

First included in plan: June 2012

Nature of the decision:

To establish the parameters for a detailed investigation into new models of green space management that will provide new levels of community ownership of natural assets.

Who will make the decision? Cabinet (on the recommendation of Councillor Penberthy)

Timing of the decision? Between 11 September 2012 and 11 December 2012

Who will be consulted and how?

Persons to be consulted with:

Consultation on this work will include engagement with internal Plymouth City Council services, community representatives, statutory agencies responsible for the natural environment and third sector organisations already involved in the maintenance of green spaces.

Process to be used:

The process to engage the community and stakeholder will be developed as part of the investigations into new models of green space management and will be outlined within the Cabinet Report.

Information to be considered by the decision makers:

Localism Act

Community Led Spaces - A Guide for Local Authorities and Community Groups.

Documents to be considered when the decision is taken

Plymouth Green Infrastructure Delivery Plan

Representations: In writing by 24 August 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Penberthy (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Planning

Email: paul.barnard@plymouth.gov.uk Tel: 01752 304077

EARLY INTERVENTION AND PREVENTION FRAMEWORK

First included in plan: July 2012

Nature of the decision:

To approve the Early Intervention and Prevention Framework.

Who will make the decision? Cabinet (on the recommendation of Councillor Williams)

Timing of the decision? 11 September 2012

Who will be consulted and how?

Persons to be consulted with:

Children's Trust Partners including children and young people and families, community and voluntary sector, schools, police and health and overview and scrutiny.

Process to be used:

Through the relevant partnership meeting process and through forums and participation groups.

Information to be considered by the decision makers:

The Cabinet report containing the Early Intervention and Prevention Framework

Documents to be considered when the decision is taken

Cabinet Report

Representations: In writing by 24 August 2012 to the

1. Carole Burgoyne, Director for People
2. Councillor Williams (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Fiona Fleming, Commissioning Manager for Children's Services

Email: fiona.fleming@plymouth.gov.uk Tel: 01752 307328

POLICY FRAMEWORK: THREE YEAR REVIEW OF THE STATEMENT OF PRINCIPLES FOR THE GAMBLING ACT 2005

First included in plan: August 2012

Nature of the decision:

Three year review of the Statement of Principles for the Gambling Act 2005

(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)

Who will make the decision? City Council (Cabinet Member: Councillor Vincent)

Timing of the decision? 3 December 2012

Who will be consulted and how?

Persons to be consulted with:

- Cabinet on 13 November 2012
- Citizen's Advice Bureau
- Crime and Disorder Reduction Partnership
- Devon and Cornwall Constabulary
- Plymouth City Council Social Services / Education Department
- Devon and Somerset Fire and Rescue Service
- Environmental Health
- Gamblers Anonymous
- Gambling Commission
- Gamcare
- Local business representatives
- Local faith group representatives
- Local residents and their representatives
- Mencap
- NSPCC
- Primary Care Trust
- Representatives of existing licence holders
- Voluntary and community organisations working with children & young people
- Overview and Scrutiny Management Board

Process to be used:

- Information on the changes provided in writing to the listed stakeholders
- Press release
- Web site

Information to be considered by the decision makers:

Report containing:

Background to the legal framework

The draft new Statement of Principles,

Summary of the consultation responses (Public and Overview and Scrutiny Management Board)

Documents to be considered when the decision is taken

Written report and associated background documents

Representations: In writing by 21 September 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Vincent (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Andy Netherton, Manager of Safety, Health and Licensing Unit

Email: andy.netherton@plymouth.gov.uk Tel: 01752 304742

Municipal Year 2012/13

Cabinet / Cabinet Members

Councillor Tudor Evans, Council Leader
Councillor Peter Smith, Deputy Leader
Councillor Mark Coker, Transport
Councillor Mark Lowry, Finance
Councillor Sue McDonald, Public Health and Adult Social Care
Councillor Chris Penberthy, Cooperatives and Community Development
Councillor Brian Vincent, Environment
Councillor Nicky Williams, Children and Young People

Chief Executive and Directors

Bob Coomber, Interim Chief Executive
Adam Broome, Director for Corporate Services
Carole Burgoyne, Director for People
Anthony Payne, Director for Place

Members of the City Council

The Lord Mayor, Councillor Wright
The Deputy Lord Mayor, Councillor Singh, and
Councillors Mrs Aspinall; Ball; Mrs Beer; Bowie; Bowyer; Mrs Bowyer; Browne;
Casey; Churchill; Damarell; Darcy; Philippa Davey; Sam Davey; Mrs Dolan; Drean,
Foster; Mrs W Foster; Fox; Fry; Gordon; Haydon; James; Jarvis; Jordan; Martin
Leaves; Michael Leaves; Sam Leaves; Dr Mahony; Monahan; Murphy; Mrs Nelder;
Nicholson; Mrs Nicholson; Parker; Mrs Pengelly; Rennie; Ricketts; Dr Salter; John
Smith; Stark; Stevens; Jon Taylor; Kate Taylor; Tuffin; Tuohy; Wheeler and
Wigens